

SOUTH DAKOTA

Online Sign Permit Application Form

Step 1: Owner/Applicant Information

Applicant's Information:

Name:
Mailing Address:
City:
State: Zip:
Phone:
Email:

Owner's Information (if different from Applicant):

Name:
Mailing Address:
City:
State: Zip:
Phone:
Email:

For City Staff Use Only

Sign Permit No.

Total Fee: Paid

Date Submitted:

Complete Application:

Yes No

Step 2: Property Address

Building Address:
Legal Description (If known): Lot: Block:
Subdivision:
Other Legal:

Step 3: Sign Type

Check the appropriate sign type:

- More than 3 wall signs on one wall
- Wall signs larger than 300 sq. ft.
- Freestanding sign larger than 32 sq. ft.
- Roof sign
- Projecting sign
- Electronic sign
- Other:

Step 4: Contractors

General:
Electrical:
Other:
Structural Engineer:

Step 5: Sign Information

Dimensions and area of first sign face:
Dimensions and area of second sign face:
Height of top of sign face above grade:
Angle between sign faces, if not parallel:

Step 6: Requested Exceptions to Sign Regulations:



Step 7: Submittal

Please send the completed application to Michael McMahon at michael.mcmahon@harrisburgsd.gov along with any attachments. You may alternately fax the application with attachments to 605.743.2831 Attn: Michael McMahon, deliver this application to the City Office at 301 E. Willow Street, or mail the application to: City of Harrisburg; Attn: Michael McMahon; PO Box 26; Harrisburg, SD 57032.

The Harrisburg Planning Commission must approve all Sign Permits. The Planning Commission meets on the second Tuesday of each month at 6:00 p.m. at the Harrisburg City Hall. Applications must be submitted at least 10 days before a Planning Commission meeting. Once the Planning Commission has acted on the Sign Permit Application, City Staff will get back to you concerning issuance of the Sign Permit.

If you have any questions, please feel free to contact Building Official Michael McMahon by phone at 605.767.5010 or by e-mail at: michael.mcmahon@harrisburgsd.gov